

## PERFORMANCE WORK STATEMENT

**Contract:** N66001-15-D-0056  
**Tasking Order:** 0007  
**Tracking Number:** 5072-H0005  
**Task Title:** IPSS Operations & Maintenance (O&M) Support  
**Date:** 28 October 2015

### 1.0 SCOPE

- 1.1 This is a level of effort service acquisition to provide operations and maintenance (O&M) support for the (b)(3)

### 2.0 APPLICABLE DOCUMENTS

- 2.1 National Electric Code 2012 handbook
- 2.2 National Fire Protection Association
- 2.3 Intelligence Community Directive 705
- 2.4 DoD Information Security Program DoD 5200.01
- 2.5 Code H56C As-Built Drawings
- 2.6 OPNAVINST F3300.53C (Series), Navy Antiterrorism Program
- 2.7 DOD 5220.22-M (Series), National Industrial Security Program Operating Manual (NISPOM)
- 2.8 National Security Decision Directive 298 (Series), National Operations Security Program (NSDD) 298
- 2.9 DOD 5205.02E (Series), DOD Operations Security (OPSEC) Program
- 2.10 OPNAVINST 3432.1A (Series), DON Operations Security
- 2.11 SPAWARINST 3432.1 (Series), Operations Security Policy

### 3.0 TECHNICAL REQUIREMENTS

- 3.1 The contractor shall provide maintenance support for the following IPSS in accordance with guidance outlined in the applicable documents identified in paragraphs 2.1 through 2.5:
  - 3.1.1 Access Control System (ACS): LENEL, AMAG, VINDICATOR, HIRSCH, SOFTWAREHOUSE
  - 3.1.2 Intrusion Detection System (IDS): BOSCH, VINDICATOR, DIGITIZE
  - 3.1.3 Closed Circuit Television (CCTV): AMERICAN DYNAMICS, PELCO, AXIS, BOSCH
- 3.2 Upon receipt of a service request, the contractor shall report to the site using a contractor furnished vehicle.
- 3.3 Upon arrival at the site, the contractor shall troubleshoot and restore to operation the failed equipment or system if spare parts and equipment are available.
- 3.4 The contractor shall demonstrate the proper operation of the restored system to a government point of contact at the site and obtain a release signature.
- 3.5 The contractor shall properly document the resolution in a standard Code H56C Trouble Ticket.
- 3.6 The contractor shall identify and procure replacement parts and equipment with prior approval from the Contracting Officer's Representative (COR).
- 3.7 The contractor shall provide maintenance and technical support of operational IPSS systems.
- 3.8 The contractor shall have a valid passport for international travel. The contractor shall not have restrictions that would preclude access to places of performance.
- 3.9 Contractor maintenance response times shall be as follows:
  - 3.9.1 Routine Maintenance consists of the following:
    - 3.9.1.1 Initial Response Time: One (1) hour from customer phone call
    - 3.9.1.2 Service Response Time: Next business day (For same business day response refer to emergency maintenance)
  - 3.9.2 Emergency Maintenance consists of the following: (Emergency service is defined as life safety situations or unmanageable security vulnerabilities to be determined during initial response assessment.)
    - 3.9.2.1 Business Hours: Monday through Friday - 0800 to 1600 hours, Saturday through Sunday - 0000 to 2400 hours and Holidays - 0000 to 2400 hours

3.9.2.2 Initial Response Time: One (1) hour from customer phone call

3.9.2.3 Service Response Time: Four (4) hours from Initial Response Time

3.10 The contractor shall work on weekends and after hours as required.

3.11 The contractor shall complete a Contractor's Progress, Status and Management Report monthly (**CDRL A001**) and a monthly Contractor Roster Status Report (**CDRL A002**).

3.12 Contractor shall take possession of and maintain the inventory of Government Furnished Property (GFP). The contractor shall be responsible for maintaining an inventory of material utilized and replaced for routine and emergency maintenance. The contractor shall complete an On-hand Inventory Report monthly (**CDRL A008**).

3.12.1 Items will be transferred by the Contractor from the Government facility and maintained at the Contractor facility.

3.12.2 Items will be used by the Contractor in support of maintenance service calls outlined in paragraph 3.9.

#### **4.0 GOVERNMENT FURNISHED INFORMATION/MATERIAL/PROPERTY**

4.1 A list of material will be provided via Scheduled Government Furnished Property (SGFP) form. The contractor shall maintain an inventory of Government Furnished Property and Contractor Acquired Material/Equipment.

4.1.1 The government shall turnover material noted in the SGFP form within 6 months of contract award.

4.1.2 The contractor shall procure and replace material listed in the SGFP that are utilized in support of this task order. The contractor shall notify, and receive approval from the COR prior to the purchase of replacement material. The replacement material will be required by this task order on an as needed basis and the cost shall be included in the contractor's proposal not to exceed \$25,000.

#### **5.0 CONTACTOR FURNISHED MATERIAL**

5.1 Vehicle with required base access passes.

5.2 The contractor shall possess basic hand tools for troubleshooting and repair such as screwdrivers, pliers, wire-strippers, soldering torch, solder, and a digital multi-meter.

5.3 The contractor shall possess basic power tools and accessories such as a drill and drill bits.

- 5.4 Ancillary material/equipment (e.g., connectors, cable, screws, batteries, etc.), shall be required by this task order on an as needed basis and the cost shall be included in the contractor's proposal not to exceed \$5,000. The contractor shall notify, and receive approval from the COR prior to the purchase of all material/equipment.

## **6.0 TRAVEL**

- 6.1 The following travel is for estimating purposes only. It is anticipated that the following travel requirements may be necessary for Base and Option Years 1 through 4 (same locations for base and all option years):

- 6.1.1 (b)(3) - one (1) person, two (2) trips for fourteen (14) days each.
- 6.1.2 Honolulu to Korea [United States Army Garrison (USAG) Yongson, USAG Daegu, Camp Humphreys, Camp Casey] - one (1) person, two (2) trips for twenty-one (21) days each.

Note: All travel and/or travel changes shall be requested in writing and approved in advance by the Contracting Officer's Representative.

## **7.0 SECURITY**

- 7.1 The work to be performed under this task shall be at the Top Secret (TS)/Sensitive Compartmented Information (SCI) level.
- 7.2 Key personnel assigned to this effort who require access to SCI data and spaces must possess a current single scope background (SSBI) with ICD 704 eligibility (which replaced DCID 6/4 eligibility).
- 7.3 Anti-Terrorism/Force Protection (AT/FP) briefings are required for all personnel (Military, DOD Civilian, and contractor) per OPNAVINST F3300.53C. Contractor employees must receive the AT/FP briefing annually. The briefing is available at <https://atlevel1.dtic.mil/at/>, if experiencing problems accessing this website contact [ssc\\_fortrav@navy.mil](mailto:ssc_fortrav@navy.mil).
- 7.4 As required by National Industrial Security Program Operating Manual (NISPOM) Chapter 1, Section 3, contractors are required to report certain events that have an impact on: 1) the status of the facility clearance (FCL); 2) the status of an employee's personnel clearance (PCL); 3) the proper safeguarding of classified information; 4) or an indication that classified information has been lost or compromised. Contractors working under SSC Pacific contracts will ensure information pertaining to assigned contractor personnel are reported to the Contracting Officer Representative (COR)/Technical Point of Contact (TPOC), the Contracting Specialist, and the Security's COR in addition to notifying appropriate agencies such as Cognizant Security Agency (CSA), Cognizant Security Office (CSO), or Department Of Defense Central Adjudication Facility (DODCAF) when

that information relates to the denial, suspension, or revocation of a security clearance of any assigned personnel; any adverse information on an assigned employee's continued suitability for continued access to classified access; any instance of loss or compromise, or suspected loss or compromise, of classified information; actual, probable or possible espionage, sabotage, or subversive information; or any other circumstances of a security nature that would affect the contractor's operation while working under SSC Pacific contracts.

- 7.5 **Operations Security:** OPSEC is a five step analytical process (identify critical information; analyze the threat; analyze vulnerabilities; assess risk; develop countermeasures) that is used as a means to identify, control, and protect unclassified and unclassified sensitive information associated with U.S. national security related programs and activities. All personnel working under this task will at some time handle, produce or process Critical Information or CPI, and therefore all Contractor personnel must practice OPSEC. All work is to be performed in accordance with DoD OPSEC requirements, and in accordance with the OPSEC attachment to the DD254.

## 8.0 PLACE OF PERFORMANCE

- 8.1 The place of performance for this project shall be at (b)(3)
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## 9.0 PERFORMANCE BASED CRITERIA

### 9.1 Performance Requirement

The contractor shall provide services and deliverables in accordance with this Performance Work Statement (PWS) and in accordance with the attached task order Contract Data Requirements List (CDRL) DD Form 1423-1.

### 9.2 Performance Standard

The contractor's performance shall meet all of the requirements of this PWS and comply with all applicable guidance, directives, and standards. The contractor shall deliver all task order data items in accordance with the authorities, content, format, media, marking, applications, quantities, frequency and submission date, delivery method, addressee, and DD250 requirements specified in the CDRL for each data item.

### 9.3 Acceptable Quality Level

The effectiveness of the contractor's services and/or deliverables will be measured for 100% compliance with the PWS and CDRL requirements.

### 9.4 Method of Surveillance

The Government will monitor and assess the contractor's performance against the Acceptable Quality Level in accordance with this task order's Quality Assurance Surveillance Plan (QASP).

**9.5 Incentive**

Failure to meet acceptable quality levels may result in an unsatisfactory past performance report by the Government.